

## Video Editing Intern

The Video Editing Intern will work with the Board of Directors to assist with the *JBD Worthy News Talk Show* production. The Intern will support the organization in producing materials that will enhance the production of the show to raise awareness about JB Dondolo's impact in WASH (water, sanitation, and hygiene), gender equity, and no poverty. This **volunteer** position represents 1 vacancy. A minimum of 6 hours per week is required for a duration of 6-12 months.

### Responsibilities

- Edit and produce videos and promotional clips from beginning to publication
- Create and review storyboards by gathering raw footage and editing videos for multiple platforms as well
- Assist the team with creating story ideas, trends, and collaborate as well as curating content
- Publish video content across channels, review performance and optimize formats
- Communicate with creators in assisting to build relationships with our guests, partners, and other clientele
- Assist the JB Dondolo Board to develop design concepts and branding including learning 2021 digital media and nonprofit trends

### Qualifications

- Bachelor's degree or higher in a related field or working towards a related degree
- Access to your own tools, high-speed internet, and efficient hardware is required
- Ability to quickly create content that is on-brand and follows instructions
- Intellectually curious and passionate interest, with a track record of demonstrated ability and willingness to learn and apply knowledge to develop new and creative solutions in video editing, effects, sound editing and graphic design
- Strong creative, curatorial and analytical skills
- Proficient writing skills in English
- Excellent interpersonal skills with the ability to work individually and with others
- Ability to manage time, quickly adapt to change, and work without micromanagement to meet deadlines and handling revisions
- Other types of interests and skill sets are also welcomed, including the following: project management, social media, nonprofit marketing, and advocacy

### How to Apply

Please send a resume/CV and cover letter to [team@jbdondolo.org](mailto:team@jbdondolo.org) with the subject line: Video Editing Intern application. Applications are due by March 1<sup>st</sup> at 11:59:59 PM EST.